



GEMINI BUILDS IT! & SHOWCASE ACRYLICS

## **Picture Framer**

If you have retail or other professional framing experience and are looking for a 'regular' work schedule, we have a great opportunity for you. We are currently seeking a Custom Picture Framer to join our team. In this role, you will use your framing expertise to create and execute customer picture frame orders.

At Gemini Builds It! we have been bringing our customers visions to life for 40 years and framing is our signature specialty. Designed and built with an unmatched level of expertise and care, our custom-framed works of art grace the walls and halls of art galleries, private galleries, luxury homes, corporate offices, hospitality suites and just about anywhere fine art is displayed. We also create custom cases that protect and display these treasures in museums, universities, hospitality settings, exhibits, and private collections across the globe. To see some of our beautiful work, visit our website at [geminibuildsit.com](http://geminibuildsit.com).

### **Primary Responsibilities:**

- Developing creative framing ideas and customizing framing orders according to customer wants and needs.
- Completing framing orders as specified by the client.
- Preparing and entering quotes for orders using Full Calc/ Lifesaver software, ensuring quotes are competitive but within profit guidelines. Assisting in entering frame room orders in FACTS (Company Software)
- Ensuring critical details are communicated to sales, customer, & production

### **Required Experience and Skills:**

- Two years of custom framing experience.
- Design oriented and creative - able to guide clients on framing, matting and glazing selections.
- Intermediate level skills using Microsoft Office® software such as Outlook, Excel & Word. Experience with FullCalc, Lifesaver, FACTS or other estimating software a strong plus.
- The ability to thrive in a fast-paced environment.
- High attention to detail.
- Must be able to stand up to 8 hours/day and lift up to 30 lbs.
- Team oriented, bringing a positive, forward-thinking approach to work everyday.
- Excellent working environment and opportunity for growth!

### **Benefits:**

- 401(k) & 401(k) matching
- Health, Vision, & Dental insurance
- Employee discount
- Life insurance
- Paid time off
- Referral program

To apply please send resume to: [humanres@geminibuildsit.com](mailto:humanres@geminibuildsit.com)